

## **2017 Reconciliation Report Instructions**

### **Section I Summary**

You are to report the total values for both townships and cities.

- Line A corresponds to the 2017 Abstract of Assessment.
- Line B is the 2016 total value:
  - Before assessment limitations are applied.

If there are value changes, give a brief explanation at the bottom of the page.

- Line C is the result of Line B subtracted from Line A.
  - Line II F minus III F should be the same figure.

### **Section II Additions to Value**

You are to report any increases in actual value from the 2016 assessment. The increase of existing properties is because of:

- Line A Revaluation
  - Do not include new construction or improvements.
- Line B Annexation
  - You must have an equal annexation loss reported elsewhere on this report, unless properties were annexed from another assessing jurisdiction.
- Line C New Construction
  - Do not subtract value of buildings removed.
- Line D Transfers
  - The transfer must have a corresponding deletion elsewhere on this report.
  - Exempt property will not have corresponding deletion elsewhere on this report.
- Line E Other
  - You must include an explanation at the bottom of the page or attach it.
  - Do not make separate entries for board of review changes.

Your Line F is the sum of Lines A-E.

### **Section III Deletions from Value**

You are to report any decreases in actual value from the 2016 assessment. This is the first year to report multiresidential property. The decrease of existing properties is because of:

- Line A Revaluation
- Line B Annexation
  - You must have an equal annexation increase reported elsewhere on this report, unless properties were annexed from another assessing jurisdiction.
- Line C Buildings Removed
- Line D Transfers
  - The transfer must have a corresponding increase elsewhere on this report.
  - Exempt property will not have corresponding increase elsewhere on this report.
- Line E Other
  - You must include an explanation at the bottom of the page or attach it.
  - Do not make separate entries for board of review changes.

Your Line F is the sum of Lines A-E.